

# **FREQUENTLY ASKED QUESTIONS**

## **For Producer/Agency and Continuing Education Matters**

### **LICENSING**

#### **How do I obtain a resident producer license?**

First you must complete an approved prelicensing course from the [Prelicensing Requirements and Prelicensing Approved Provider List](#). Choose a provider for prelicensing study material. When prelicensing is completed, visit [www.prometric.com/](http://www.prometric.com/) for information on taking the state exam. After you have passed the state exam, you may apply online at [www.nipr.com](http://www.nipr.com) or download a [Resident Producer License application](#) from our website. The fee is \$60.00.

#### **How do I obtain a non-resident producer license?**

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License application from our website. The fee is \$60.00.

#### **I just moved to NE from another state, what is the process to change my resident state to Nebraska?**

First, please change the status of your previous resident license. After you have notification that the change has been completed, download a [Resident Producer License application](#) from our website. The fee is \$60.00. While we do not require a letter of certification, it is a good idea to obtain this from your previous resident state, if available.

#### **How do I update my home or business address and contact information?**

Changes to street addresses, phone numbers, or email addresses may be requested online through the National Insurance Producer Registry at [www.nipr.com](http://www.nipr.com) or by downloading a [Change Request Form](#) from our website.

#### **How may I print my license?**

Licenses may be printed online at [www.statebasedsystems.com](http://www.statebasedsystems.com). We no longer mail licenses.

#### **How may I request a change on the following?**

- Name
- Date of Birth
- Social Security Number
- Letter of Clearance
- Certification

Download a [Change Request form](#) from our website.

**How may I renew my resident Nebraska producer license?**

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the renewal fee of \$60.00. Please list your current home and business addresses so we have the correct information on our system. Only one renewal notice is mailed and you will not be able to renew online until you have met your continuing education requirements.

**How may I renew my non-resident Nebraska producer license?**

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with a fee of \$60.00. Please list your current home and business addresses so we have the correct information on our system. Only one renewal notice is mailed.

**How may I reinstate my resident Nebraska producer license?**

You may reinstate online at [www.nipr.com](http://www.nipr.com) or by downloading a Resident Producer License application from our website. When reinstating online, you must choose the option to apply for a new license.

**How may I reinstate my non-resident Nebraska producer license?**

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License application from our website. When reinstating online, you must choose the option to apply for a new license.

**How may I view the status of my producer license in Nebraska?**

You may view the status of your license at [www.statebasedsystems.com](http://www.statebasedsystems.com).

## **AGENCIES**

**How may I obtain a resident Nebraska insurance agency license?**

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License application from our website. The fee is \$50.00.

**How may I obtain a non-resident Nebraska insurance agency license?**

You may apply online at [www.nipr.com](http://www.nipr.com) or by downloading a Non-Resident Producer License application from our website. The fee is \$50.00.

**How may I renew my resident insurance agency license?**

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the fee of \$50.00.

**How may I renew my non-resident insurance agency license?**

You may renew your license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the fee of \$50.00.

**How may I reinstate my resident insurance agency license?**

You may reinstate your agency license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the fee of \$100.00.

**How may I reinstate my non-resident insurance agency license?**

You may reinstate your agency license online at [www.nipr.com](http://www.nipr.com) or mail in the renewal notice along with the fee of \$100.00.

**How may I update my agency or business address?**

A written request to update an agency address may be emailed to [doi.licensing@nebraska.gov](mailto:doi.licensing@nebraska.gov) or faxed to (402) 471-6559.

**How may I change the designated producer on our agency license?**

Download [Agency License Amendment Form 9002A](#) from our website.

**How may I view the status of my insurance agency license in Nebraska?**

You may view the status of your license at [www.statebasedsystems.com](http://www.statebasedsystems.com).

**CONTINUING EDUCATION AND PRELICENSING****How may I obtain a list of approved courses in Nebraska?**

You may obtain a list of approved courses at [www.statebasedsystems.com](http://www.statebasedsystems.com).

**How may I obtain information on Long-Term Care Partnership?**

Visit our [Long Term Care Partnership web page](#).

**How often may I repeat a continuing education course?**

A producer may not repeat a continuing education course for credit within a 2 year renewal period.

**Prelicensing****What are the required pre-licensing education classroom hours?**

Life	20 hours
Health	20 hours
Combined Life and Health	40 hours
Property	20 hours
Casualty	20 hours
Combined Property and Casualty	40 hours
Personal Lines	20 hours
Title	12 hours
Crop	6 hours

**Where can I get information on insurance education providers?**

You may obtain a list of approved education providers at [www.statebasedsystems.com](http://www.statebasedsystems.com).

**When and where are the examinations given?**

Examinations are given by our contracted vendor, Prometric. You may either contact Prometric at 1-800-853-4753, or visit their website at [www.prometric.com/](http://www.prometric.com/).

**Can Prelicensing Requirements be waived?**

Yes, if you are applying for one of the following insurance lines and currently maintain one of the corresponding designations or have a college degree with a concentration in insurance from an accredited educational institution.

**Life**

- *Certified Employee Benefit Specialist (CEBS)*
- *Chartered Financial Consultant (ChFC)*
- *Certified Insurance Counselor (CIC)*
- *Certified Financial Planner (CFP)*
- *Chartered Life Underwriter (CLU)*
- *Fellow Life Management Institute (FMLI)*
- *Life Underwriter Training Council Fellow (LUTCF)*

**Accident & Health or Sickness**

- *Registered Health Underwriter (RHU)*
- *Certified Employee Benefit Specialist (CEBS)*
- *Registered Employee Benefit Consultant (REBC)*
- *Health Insurance Associate (HIA)*

**Property, Casualty, or Personal Lines**

- *Accredited Insurance Advisor (AAI)*
- *Associate in Risk Management (ARM)*
- *Certified Insurance Counselor (CIC)*
- *Chartered Property and Casualty Underwriter*

**How do I obtain study material to aid in passing the examination if I have received a waiver of the education requirements?**

The responsibility of preparing for the examination rests with the applicant and should be considered when applying for the waiver. Applicants may contact the prelicensing education providers located in our listing to obtain the names of publishers and study materials.

**Continuing Education****Currently, I have more than the required credits to renew my license. Can I carry them over to the next licensing cycle?**

No, continuing education credits may not be carried over to the next renewal period.

**How may I view my continuing education transcript?**

You may view your continuing education online at [www.statebasedsystems.com](http://www.statebasedsystems.com).

### **How do I schedule a course?**

Contact any authorized insurance education provider for their scheduled courses. Contact information for these providers may be found at [www.statebasedsystems.com](http://www.statebasedsystems.com).

### **How many continuing education credits will I need to complete for my license in a renewal period?**

Licensees qualified to solicit one or more major lines of authority shall be required to complete the following approved continuing education activities and 3 hours of ethics.

Life	21 hours
Health	21 hours
Combined Life and Health	21 hours
Property	21 hours
Casualty	21 hours
Combined Property and Casualty	21 hours
Personal Lines	21 hours
Title	6 hours
Crop	3 hours
Variable	21 hours

### **Ethics Requirement**

In addition to the hours required above, licensees are required to complete 3 hours of approved continuing education activities on insurance industry ethics.

Insurance consultants shall be required to complete 21 hours of continuing education activities and 3 hours of approved continuing education activities on insurance industry ethics in each two-year period.

No licensee shall be required to complete more than 24 cumulative hours in any two-year period.

## **MISCELLANEOUS**

### **Does the State of Nebraska license insurance adjusters?**

There is no statutory provision for the licensing of company or independent insurance adjusters in the state of Nebraska. Public adjusters must obtain a license as an insurance consultant. An application and instructions are found on our website.

**Will your state issue clearance letters? Does your state require clearance letters to issue a resident producer license?**

Nebraska will issue clearance letters upon request. Nebraska does not require the receipt of a clearance letter to issue a resident producer license. However, it may be necessary if your national producer information is not updated appropriately.

**Can a person whom is not a U.S. citizen obtain a producer license?**

Yes, and must provide proof of work authorization at the time of the initial application and each renewal.

**How may I process an appointment or termination of appointment?**

Appointments and appointment terminations must be processed online through the National Insurance Producer Registry (NIPR) at [www.nipr.com](http://www.nipr.com).

**Producer Fee Schedule**

<b><u>License/Service</u></b>	<b><u>Amount</u></b>
Resident Producer License	\$60.00
Non-Resident Producer License	\$60.00
Resident Renewal Fee	\$60.00
Non-resident Renewal Fee	\$60.00
Resident Reinstatement Fee (Within 30 days)	\$100.00
Non-resident Reinstatement Fee (Within 30 days)	\$100.00
Reinstatement Fee (after 31days and before 1 year)	\$100.00
Appointment Fee (Retaliatory based on the state of Domicile)	Minimum of \$8.00
Appointment Termination Fee	\$3.00

**Agency Fee Schedule**

<b><u>License/Service</u></b>	<b><u>Amount</u></b>
Agency License	\$50.00
Agency Reinstatement	\$100.00

**Surplus Lines Fee Schedule**

<b><u>License/Service</u></b>	<b><u>Amount</u></b>
Individual Surplus Lines License	\$250.00
Corporate Surplus Lines License	\$250.00

**Consultant License Fee Schedule**

<b><u>License/Service</u></b>	<b><u>Amount</u></b>
Initial License	\$60.00
Corporate Consultant License	\$50.00

